

[Your Name]
[Your Position/Title]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position/Title]
[Recipient Organization/Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [YJJ's Full Name] for [the position, program, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [YJJ's First Name] for [duration] at [Your Organization/Institution], where [he/she/they] has demonstrated [mention relevant skills, qualities or achievements].

[YJJ's First Name] stands out for [specific characteristics or contributions]. [He/She/They] has consistently [provide an example of a project, responsibility, or achievement].

I am confident that [YJJ's First Name] will be an invaluable addition to [Recipient's Organization/Institution]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position/Title]